

Message Selection Actions

MailMan V. 7.1 with Patch 50 introduced a method of selecting messages in a list of messages for *subsequent* group actions.

You can select and deselect any combination of messages from a list of messages and then perform an action or actions on the selected group, such as:

- **Delete the selected message(s)**
- **Filter the selected message(s)**
- **Forward the selected message(s)**
- **Later the selected message(s)**
- **Make the selected message(s) "New" or *not* "New"**
- **Print the selected message(s) to the screen or another device you choose**
- **Save the selected message(s) to another basket**
- **Terminate the selected message(s)**

All message selection action codes begin with a decimal point ("." period) and you can do either of the following:

- **Select Messages**—When you want to *select* messages, you first enter the decimal point ("." period), followed by the message number ("**n**"), including ranges of messages ("**n-m,a,c-d**"), or all messages ("*"). You can enter the message numbers in any order. The message selection action codes consist of the following:
 - **.n**
 - **.n-m,a,c-d**
 - **.***
- **Deselect Messages**—When you want to *deselect* messages, you first enter the decimal point ("." period), then a minus sign ("-" or hyphen on the keyboard), followed by the message number ("**n**"), including ranges of messages ("**n-m,a,c-d**"), or all messages ("*"). You can enter the message numbers in any order. The message selection action codes consist of the following:
 - **.-n**
 - **.-n-m,a,c-d**
 - **.-***



All of the message selection action codes are described in greater detail below.

MailMan V. 7.1 with Patch 50 also introduced two additional action codes (described later on in this chapter) that work in conjunction with the message selection action codes:

- **The Opposite Selection Toggle**—Toggling this action code deselects selected messages and selects unselected messages. You can toggle back and forth choosing which messages are selected or deselected.



Here's a tip—At the "Enter message number or command" prompt, with one or more messages selected for subsequent group action, you can use the Opposite Selection Toggle ("O") action code to deselect all the selected messages and select all the unselected messages. This might be useful when you wish to take different actions on two groups of messages.

- **The Zoom Selection Toggle**—Toggling this action code either zooms in on selected messages or zooms out to all messages. You can toggle back and forth to just view the selected messages or view the entire list of messages.



Here's a tip—At the "Enter message number or command" prompt, with one or more messages selected for subsequent group action, you can use the Zoom Selection Toggle ("Z") action code to "zoom in on" (i.e., list) only those messages you've selected. This might be useful when you have several screens filled with messages. By using this tool, you can pare down the display to just list those selected messages. To restore the full list of messages (i.e., selected and not selected messages), toggle back by using the Zoom Selection Toggle again.



For more information on the Opposite Selection Toggle and Zoom Selection toggles, please refer to the "Opposite Selection Toggle ('O') Action" and "Zoom Selection Toggle ('Z') Action" topics that follow in this chapter.

Also, when you select messages in a mail basket, they will only remain selected while you continue processing messages in the same basket. Upon exiting that mail basket or quitting MailMan, those messages will automatically be deselected.

For example:

1. You first use the message selection action codes to select a group of messages in your "IN" basket (the messages are now selected for subsequent group action).
2. You then decide to go to your "TEST" mail basket to process other messages.
3. You then return to your "IN" mail basket (where you originally selected the messages, Step 1). You'll see that those previously selected messages will no longer be selected.

Because you left and returned to the "IN" basket, those previously selected messages will no longer be selected. You would have to reselect the messages in the "IN" basket, if you still wanted to perform some group actions on those messages.